U.S. Customs & Border Protection
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Passenger Systems Program Directorate

NCIC Record Maintenance Step Action Guide

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NCIC Record Maintenance

The list of NCIC records that can be maintained with this application includes:

(b) (7)(E)

The above types of records are maintained by these functions:

- ADD a new record
- MODIFY an existing record
- CANCEL an existing record
- LOCATE an existing record
- CLEAR/RECOVER an existing record
- ARREST/RECOVERED an existing record (b) (7)(E)

Robust online help is available by selecting (b) (7)(E) for screen help or (b) (7)(E) for field help.

For All Maintenance Functions except NCIC Image

Step	Action
1.	From the (b) (7)(E) select: (b) (7)(E)
2.	(b) (7)(E)
3.	Select the action you will perform: • **ADD NCIC Record** • **MODIFY NCIC Record** • **CANCEL NCIC Record** • **LOCATE NCIC Record** • **CLEAR/RECOVERED NCIC Record** • **ARREST/RECOVERED NCIC Record** The appropriate screen displays.

Step	Action
TECS TIP	(b) (7)(E)
4.	Proceed to the instructions for the specific record maintenance task.

ADD an NCIC record

Use the **ADD** function to (b) (7)(E)
(b) (7)(E)
(b) (7)(E)

How to ADD an NCIC Record

Step	Action
1.	Complete the required fields (b) (7)(E) (b) (7)(E)
2.	Enter (b) (7)(E) in the screen directions. (b) (7)(E)
3.	Complete the (b) (7)(E) fields for which you have information.

Step	Action
TECS TIP	(b) (7)(E)
4.	Select (b) (7)(E) The (b) (7)(E) screen displays.
TECS TIP	The (b) (7)(E) screen displays information about the record including the (b) (7)(E) : • Select (b) (7)(E) to return to the **ADD** screen. • Select (b) (7)(E) to view (b) (7)(E) • On the (b) (7)(E) screen: (b) (7)(E)
TECS TIP	(b) (7)(E)

Link Records to Another Record

(b) (7)(E)
(b) (7)(E)
(b) (7)(E)
(b) (7)(E)

How to Add a Link to a Record When Adding a New Record

Step	Action
1.	Enter all information for the record.
2.	(b) (7)(E) (b) (7)(E) . • (b) (7)(E) • (b) (7)(E)

Step	Action
3.	(b) (7)(E) (b) (7)(E)
4.	Select (b) (7)(E)

MODIFY an NCIC Record

Use the **MODIFY** function to update or delete data in an (b) (7)(E) record. If adding a (b) (7)(E)

How to MODIFY an NCIC Record

Step	Action
1.	Complete the required fields, (b) (7)(E) (b) (7)(E)
2.	Enter (b) (7)(E) in the screen directions. (b) (7)(E)
3.	Complete the fields to be modified or updated.
TECS TIP	(b) (7)(E)
4.	Select (b) (7)(E) The (b) (7)(E) screen displays.
TECS TIP	The (b) (7)(E) screen displays information about the record including the (b) (7)(E) : • Select (b) (7)(E) to return to the **MODIFY** screen. • Select (b) (7)(E) to view (b) (7)(E) • On the (b) (7)(E) screen: (b) (7)(E)
TECS TIP	(b) (7)(E)

Using MODIFY to Link Records

In the event a record can be linked to another record, you can link them through the **MODIFY** screen.

How to MODIFY a Record and Include a Link to Another Record

Step	Action
1.	Make all changes as needed.
2.	(b) (7)(E)
3.	(b) (7)(E)
4.	(b) (7)(E) (b) (7)(E)
5.	Select (b) (7)(E)

CANCEL an NCIC Record

Use the **CANCEL** function to REMOVE **(CANCEL)** a record when you, as the agency that entered the record, determine the record is invalid, (b) (7)(E) (b) (7)(E)

How to CANCEL an NCIC Record

Step	Action
1.	Complete the required fields (b) (7)(E) (b) (7)(E)
2.	Enter (b) (7)(E) on the screen directions. (b) (7)(E)
3.	Select (b) (7)(E) The (b) (7)(E) screen displays.

Step	Action
TECS TIP	The (b) (7)(E) screen displays information about the record including the (b) (7)(E) : • Select (b) (7)(E) to return to the **CANCEL** screen. • Select (b) (7)(E) to view (b) (7)(E) • On the (b) (7)(E) screen: (b) (7)(E)

LOCATE an NCIC Record

Send a **LOCATE** message when you have located (b) (7)(E) (b) (7)(E) and have confirmed the hit.

How to LOCATE an NCIC Record

Step	Action
1.	Complete the required fields (b) (7)(E) (b) (7)(E)
2.	Enter (b) (7)(E) on the screen directions. (b) (7)(E)
3.	Select (b) (7)(E) The (b) (7)(E) screen displays.
TECS TIP	The (b) (7)(E) screen displays information about the record including the (b) (7)(E) number : • Select (b) (7)(E) to return to the **LOCATE** screen. • Select (b) (7)(E) to view (b) (7)(E) • On the (b) (7)(E) screen: (b) (7)(E)

CLEAR/RECOVERED (b) (7)(E) an NCIC Record

The **CLEAR/RECOVERED** function allows the entering agency to remove the record when it determines the item or person has been arrested or recovered.

How to CLEAR/RECOVERED an NCIC Record

Step	Action
1.	Complete the required fields (b) (7)(E) (b) (7)(E)
2.	Enter (b) (7)(E) mentioned on the screen directions. (b) (7)(E) .
3.	Select (b) (7)(E) The (b) (7)(E) screen displays.
TECS TIP	The (b) (7)(E) screen displays information about the record including the (b) (7)(E) number : • Select (b) (7)(E) to return to the **CLEAR/RECOVERED** screen. • Select (b) (7)(E) to view (b) (7)(E) • On the (b) (7)(E) screen: (b) (7)(E)

NCIC Image

Images are associated with NCIC records to assist in identifying a person or property.

Images can take the form of:

(b) (7)(E)

Images are attached to the NCIC record they support.

From this screen you can:

- ADD an image to a record. At this time, (b) (7)(E) format can be uploaded.
- MODIFY an image record by using a different image to replace an incorrect photo. This deletes the old image and replaces it with the new image.
- CANCEL an NCIC Image file.

ADD an NCIC Image

Images can be added to a record (b) (7)(E) has been assigned.

How to ADD an NCIC Image to a Record

Step	Action
1.	Complete the required fields (b) (7)(E)
2.	(b) (7)(E)
3.	Select (b) (7)(E) The (b) (7)(E) appears.
4.	Select the appropriate file. Select (b) (7)(E)
TECS TIP	(b) (7)(E)
5.	Select (b) (7)(E) The (b) (7)(E) screen displays information about the record, including the (b) (7)(E), and whether or not the request was successfully submitted.

Step	Action
TECS TIP	The (b) (7)(E) screen displays information about the record including the (b) (7)(E) number : • Select (b) (7)(E) to return to the **ADD** screen. • Select (b) (7)(E) to view (b) (7)(E) • On the (b) (7)(E) screen: (b) (7)(E)
TECS TIP	(b) (7)(E)

MODIFY an NCIC Image

Use MODIFY when updating the image with a new, or correct, one. When you MODIFY an image, (b) (7)(E)

How to MODIFY an NCIC Image

Step	Action
1.	Complete the required fields (b) (7)(E)
2.	Select (b) (7)(E) The (b) (7)(E) appears.
3.	Select the appropriate file. Select (b) (7)(E) (b) (7)(E) (b) (7)(E)
4.	Select (b) (7)(E) The (b) (7)(E) screen displays information about the record, including the (b) (7)(E) , and whether or not the request was successfully submitted.
TECS TIP	The (b) (7)(E) screen displays information about the record including the (b) (7)(E) number : • Select (b) (7)(E) to return to the **MODIFY** screen. • Select (b) (7)(E) to view (b) (7)(E) • On the (b) (7)(E) screen: (b) (7)(E)

Step	Action
TECS TIP	(b) (7)(E)

CANCEL an NCIC Image

Use CANCEL to remove an image when you, as the agency that entered the record, determine the image is invalid.

How to CANCEL an NCIC Image

Step	Action
1.	Complete the required fields (b) (7)(E)
2.	Select (b) (7)(E). The (b) (7)(E) screen displays information about the record, including the (b) (7)(E), and whether or not the request was successfully cancelled.

For additional assistance in navigating through TECS, press (b) (7)(E) on your keyboard for a detailed description of your screen. Navigate your mouse to a specific field, button, checkbox, etc. and press (b) (7)(E) on your keyboard for specific field level information.

Exercises and Answer Key

The exercises are to be conducted in (b) (7)(E) *using the instructions provided above. The results that display for the following exercises depend on your TECS* (b) (7)(E) *Access Level. Please use the Answer Key as a guideline rather than exact results.*

Exercises

Exercise 1: ADD an NCIC Article Record

Enter the information below for the record:

(b) (7)(E)

Learning Objectives:

- How to ADD an NCIC record
- How to verify the entry has been made
- (b) (7)(E)

(b) (7)(E)

Exercise 2: MODIFY an NCIC Record

Use the following information to MODIFY (b) (7)(E) record:

(b) (7)(E)

Learning Objectives:

- How to MODIFY an existing NCIC record
- How to verify the change has been made

(b) (7)(E)

Exercise 3: Link an NCIC Record

Use the following information to MODIFY a record:

(b) (7)(E)

Learning Objectives:

- How to include a link to an existing NCIC record
- How to verify the change has been made
- Verify by running a query using (b) (7)(E) (b) (7)(E)

(b) (7)(E)

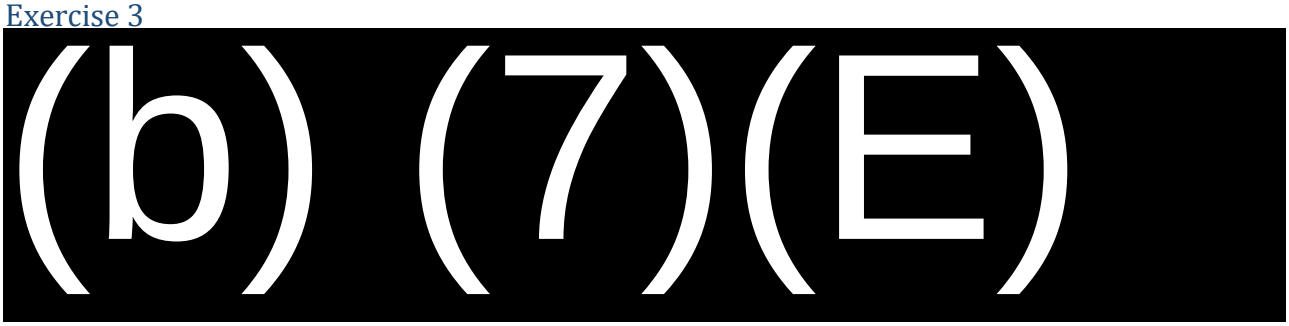
Answer Key

Exercise 1

Enter the information below for the record:

(b) (7)(E)

Exercise 2

(b) (7)(E)

Exercise 3